C-O-N-F-I-D-E-N-T-I-A-L

T/II/M-8
19 January 1965

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Eighth Meeting, 11 January 1965

Members or Their Representatives Present

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CIA	-	
DIA	-	
NSA	-	
STATE	-	Mr. Curtis L. Fritz
ARMY	-	Mr. Robert D. Baxter
AIR FORCE	-	Lt. Col. Robert R. McAnaw
CSS	-	_____ Secretary

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Others Present

None

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1. [   ] called for papers from task team members on present and planned item identification systems and activities of their respective agencies. The Army paper was received from Mr. Baxter prior to the meeting. [   ] DIA, provided his paper. A preliminary draft was provided by Mr. Fritz, State. CIA, NSA and Air Force requested additional time. They will attempt to provide their papers for review at the next regular meeting of the task team. The Navy paper was not received nor, since the Navy team member was not present, was a new due date established for it.

2. The Army and DIA papers were then distributed and read by members. Also during this time copies of the minutes of Task Teams I & III were made available for review. It was suggested that members contact their counterparts on these other task teams for access to future minutes and to discuss areas of common concern as they develop.

Group I
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downgrading and
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3. The joint meeting with Task Team I is to be held at NSA, 1300, 19 January 1965. A briefing on Series Titling will be presented to the two teams.

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4. [ ] brought up the matter of manhour reporting of time spent on task team efforts. Figures for time spent to date were obtained from members present. In the future time spent will be reported to

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[ ] at each meeting.

5. The team then reviewed the Task-subtask statement (Attachment 1). In conjunction with this review, [ ] reported status of effort as   25X1 follows: Task 0-complete; Subtask 1b-complete; Task 2-complete; Subtasks 3a & b-complete. To recapitulate, we still await some regulatory issuances from members (Subtask 1a). Papers from certain members (paragraph 1 above) are still required (Subtask 1c). Subtasks 3c & d, the reformulation of the category scheme (Attachment 2) and its discussion and ratification remain to be accomplished before Task 3 will be complete.

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6. [ ] then reported status on his test of elements and categories. The test consists of examining approximately 250 items, identifying them by element (Attachment 3) and categorizing them (Attachment 2). Products of approximately 20 agencies and commands were included. Within CIA, products of 19 major components, offices, divisions and branches were processed. Preliminary analysis of this data base indicates CIA product bias. It is also weighted in favor of "reference aids" and substantive products of FBIS, FDD and ORR. There are insufficient numbers of "management tools", "requests", "collection requirements", "information" and "intelligence estimates and projections", both "departmental" and "national". It was pointed out that these shortcomings of the data base precluded recommendations for finalizing a category scheme. The secretary will format information on the items processed so that the team can accomplish further, necessary analysis and plan augmentation of item information where it is deemed necessary.

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Secretary

Attachments 2 and 3 withdrawn.

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Task-Subtask Statement

Task #	Task Description (from TRs)	How to do (including subtasks)
0	Orientation What is task, why, etc.	First 6 meetings. Made difficult by addition of new members, etc. Terms of Reference approved.
1	Review and summarize significant present and planned item identification systems and activities of USIB member agencies.	a. Members bring in regulatory issuances, catalogs of items, descriptions of item identification systems. b. Secretary extract list of elements and distribute to team. c. Qualitative short paper by each member on item control in each agency. Secretary draw up list of questions to be addressed.
2	Identify common elements of item identification systems.	a. Team develop list of elements used in identifying items. b. Secretary prepare preliminary form incorporating elements selected by the team as minimum necessary to identify unique items. Categorization of each item identified will also be included on the form.

Group 1
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Task #	Task Description (from TRs)	How to do (including subtasks)
		c. Secretary use preliminary form to develop sample item data base.
3	Establish categories of items useful for community identification systems.	
		a. Chairman and secretary develop first cut categorization scheme incorporating suggestions of task team members.
		b. Categorization scheme tested concurrently with 2c above.
		c. Chairman and secretary analyze performance of category scheme in developing item data base and reformulate as necessary.
		d. Secretary format information obtained in the creation of the item data base so that team can accomplish further analyses and plan augmentation of item data base as deemed necessary in preparing final proposal for a categorization scheme.
4	Obtain rough estimate of volumes by major categories. (number of issues) by category/per annum (number of items)	
		a. Secretary list and define categories after decision in 3d above.
		b. Rough definition of "item" submitted to team.
		c. Collection of rough volume estimates levied upon team members for their agencies.

Task #	Task Description (from TRs)	How to do (including subtasks)
5	Identify control points in the community where item control is or should be established.	
		a. Examine possibility of using control points identified by Task Team I.
		b. Examine possibility of using <u>publisher</u> control points if these differ from those identified by Task Team I. Decide if publisher equals originator and at what level.
6	Determine the scope of the item list, establish priorities and phases for implementation.	
		Presupposes rough system design, which should be sketched out here. Scope and priorities, along with rough design concept should be discussed by team.
7	Develop gross alternative plans for an item register.	
		Devising mechanisms for carrying out the job outlined in step 6.
8	Determine additional tasks.	
	a. Those required to set up an operational item register.	
	b. Those required to carry out Part II, the standardization of item <u>description</u> elements.	
9	Report to CODIB.	